

BOARD OF SELECTMEN MEETING MINUTES

July 12, 2016

Town Hall

Chairman James Brochu; Selectman Robert J. Fleming; Selectman Gary Daugherty; Town Manager, Blythe C. Robinson; Executive Assistant, Sandra Hakala

The meeting was called to order at 6:00pm. Chairman Brochu opened the meeting and after the pledge of allegiance reviewed the agenda.

MINUTES

Motion #1: Motion made by Selectman Daugherty to approve the June 21, 2016 regular session meeting minutes.

Second: Selectmen Fleming, Unanimous Chairman Brochu.

RECOGNITION

Chairman Brochu thanked the Upton Men's Club, the Fire and Police departments for their efforts during the firework celebrations that were held at BVT.

MANAGER'S REPORT

The Governor has vetoed the earmarks for the defibrillators were previously approved by both the House and Senate.

The schedule of summer paving of roads has begun. The schedule is available on the website notifying residents of the work being done.

Water restrictions are in place as they are every summer. With the hot dry weather, 1.1 million gallons of water per day is being pumped which is very close to the State mandated water management act limit of 1.2 million. No outdoor watering is allowed except by hand during the day (9 AM – 5 PM). An awareness campaign with an update to the website, a message sign, a Code Red call to all water customers, and letters to those we find watering during these hours is ongoing.

There has been an increase in home construction over the last year. The Code Enforcement department reports 48 new homes, a number not seen in at least 7-8 years. Permit revenue was budgeted at \$122,000; over \$248,000 has been brought in.

Ms. Robinson reported on the grants received over the past five years. FY 16 was very productive with over \$532,000 awarded. The large awards were the federal AFG grant for new SCBA units for the Fire Department, and \$170,633 from the Green Community competitive grant program to continue implementing our initiatives to reduce energy use by 20% over five years.

DISCUSSION ITEMS

Motion to Approve Program for Curbing Repairs at Various Locations

The Board discussed a memo outlining a recommendation to repave both Hazeltine Street and Whitney Lane in FY 17/18 and at that time to replace the curbing with a Cape Cod berm rather than the straight asphalt which currently exists. Staff believes that this is the most cost effective

method and will result in a curbing solution that will be longer lasting. The downside to this is that the work would wait 12 months before it could commence. The Board of Selectmen agreed with this approach.

Selectman Daugherty commented that he has received concerns by some residents on the approval process for construction of the Kiwanis Beach Parking lot and asked for a copy of some permits and documents. Chairman Brochu and Selectman Fleming explained the project was initiated by the Recreation Commission and that they had had received approval from the Planning Board and the project was under their purview.

Motion to Award Contract – Financial Policies and Procedures

Ms. Robinson outlined the process that staff conducted to recommend that the Town retain Scappini & Pina to develop a comprehensive set of policies and procedures, which will be paid for from the Community Compact grant the Town received from the State.

Motion #2: Motion was made by Selectman Fleming to award the Financial Policies and Procedures contract to Scappini & Pina and authorize the Town Manager to execute the agreement.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

Motion to Approve Funding for #2 Grove Street Demolition

Ms. Robinson gave the background on the 2 Grove Street demolition project and a recommended that funding be approved to enable a contractor be retained to demolish the building making way for the expanded parking lot for Town Hall.

The lowest bidder was disqualified from being chosen to demolish the building because they did not submit all paperwork, and officials were concerned about licensing since the group was out of state. The Board agreed to award the contract to the next lowest bidder, Associated Building Wreckers of Springfield, which bid \$22,800 for the work.

Motion #3: Motion was made by Selectman Fleming to appropriate \$27,360 which includes a 20 percent contingency in the case that the pre-demolition survey reveals asbestos from the Risteen beautification fund for the demolition of 2 Grove Street to be awarded to Associated Building Wreckers of Springfield.

Second: Selectmen Daugherty, Unanimous Chairman Brochu.

Discuss Fiske Mill Bridge Funding for Construction

Funding options to pay for the repairs Upton and Milford will continue as the contract to begin design of renovation to the Fisk Mill Bridge has been executed. Ms. Robinson contacted Congressman McGovern's Office last week and had a good conversation with Kathleen Polanowicz about the project. She is going to research grant programs at the federal level. Chairman Brochu will take the lead researching funding sources.

89 Motion for Appointments

90 The Board considered three appointments;

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92 Municipal Hearing Officer – the Town is required to have a hearing officer who is trained to hold
93 hearings on appeals from persons who are challenging penalties or assessments from code
94 enforcement officers. This position has been vacant for about a year; however, an application
95 was recently received. Ms. Robinson reached out to surrounding towns to see if any of those
96 have an officer already trained that would be willing to act as Upton's officer as well, to which
97 the Assistant Treasurer/Collector from Mendon has expressed interest. The Board asked the
98 Assistant Treasurer/Collector from Mendon to submit an application and the Selectmen will
99 reconsider the applicants at their next meeting.

100
101 Cable Advisory Committee – an application from a fairly new resident to Upton was received
102 who has considerable experience in the business of internet service and cable television. Ms.
103 Robinson has spoken with him to explain the duties of the committee he is very interested to
104 serve. The Selectmen concurred with Ms. Robinson's assessment.

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106 **Motion #4:** Motion was made by Selectman Fleming to appoint Dominic Coombe to the cable
107 television advisory committee through May 2017.

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109 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

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111 Commission on Disability – in May a letter from Senator Moore noting that the Town did not
112 have a State structured Commission was received. Ms. Robinson asked COA Director Janice
113 Nowicki to research this and make a recommendation. She suggests that Upton is appropriately
114 served by a smaller 3-member commission and that a larger committee need not be formed. Ms.
115 Robinson concurs with her recommendation and stated like many communities it can be hard to
116 attract volunteers to serve on Town boards, and even more so when their background has to align
117 with the Commission they would serve on. Ms. Robinson also suggested she be removed from
118 the committee and another resident be appointed. Ms. Robinson was appointed in 2014 when a
119 quorum and approvals were needed for the Town Hall project. It is stated in the bylaws of the
120 Town Manager Act no other office be held. The Selectmen agreed to keep the current structure in
121 place.

122
123 Discuss Opioid Task Force funding

124 Chairman Brochu has placed this item on the agenda in order to discuss with the board options to
125 provide funding to this task force to carry out their mission of educating the public about the
126 opioid crisis. There are two options Ms. Robinson suggested to the Board to consider; first is
127 selectmen's expense for which there is a budget of \$2,500, (about \$1,500 is usually committed to
128 MMA and 495 Partnership dues and other organizations), up to \$1,000 could be utilized;
129 secondly the William Knowlton Trust fund is available to the Board for whatever purpose it
130 decides and there is currently a balance in excess of \$80,000.

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132 **Motion #5:** Motion was made by Selectman Fleming to support the Opioid Task Force in
133 educating the public about the opioid crisis with funds from the William Knowlton Trust with up
134 to ten thousand dollars during FY17.

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136 Second: Selectmen Daugherty, Unanimous Chairman Brochu.
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138 Discuss Liaison Reports – attendance at other meetings by the Board

139 The Selectmen reported meeting with various committees; planning board, multi-board, opioid
140 task force, fire and EMS advisory committee, affordable housing trust and library, and will
141 continue to visit others on a regular basis.
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143 Discuss Purchase of Streetlights from National Grid

144 The State has announced that they are formulating a grant program that will enable Town's that
145 own their streetlights to convert the light fixtures to more efficient LED lamps. The details of
146 the grant program have not yet been released. Upton does not own its lights; they are rented
147 from National Grid for which we pay monthly as well as the electricity used. The FY 17 annual
148 budget for this expense is \$37,000. The Selectmen reviewed a listing of the 314 lights and an
149 email from the National Grid contact Bob Russell about the process to obtain a price from Ngrid
150 for a purchase.
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152 National Grid is anticipating a high demand for LED conversion and will limit the replacements
153 to no more than 10% per year. Therefore, the Board requested more data and to assess what is in
154 the Town's best interest, to purchase the poles or maintain the rental option.
155

156 **NEW BUSINESS**

157 Central Massachusetts Regional Planning Commission Appointment

158 CMRPC has requested the appointment of delegates and alternates for FY 17. During the past
159 fiscal year James R. Bates attended all four of the quarterly commission meetings.
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161 **Motion #6:** Motion was made by Selectman Fleming to reappoint James R. Bates as alternate to
162 the Central Massachusetts Regional Planning Commission through May 2017.
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164 Second: Selectmen Daugherty, Unanimous Chairman Brochu.
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166 Resident correspondence

167 Earlier in the week Selectman Daugherty posed questions via email to the Fire Chief in response
168 to comments and questions he received through FB messenger about fire department coverage of
169 the Town during the June 25th fireworks event. The Town Manager asked the Chief to be present
170 at the public meeting should the Board want to discuss the matter. The Board agreed that all
171 correspondence be forwarded to all members so that responses, comment and deliberations come
172 from the Board of Selectmen and not individual members. Selectman Daugherty will forward the
173 resident's question to the Town Manager.
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175 **ADJOURN MEETING**

176 **Motion #7:** At 7:09 pm motion was made by Selectman Daugherty to adjourn.
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178 Second: Selectmen Fleming, Unanimous Chairman Brochu.
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180 Respectfully submitted, Sandra Hakala, Executive Assistant